

JOB DESCRIPTION

JOB TITLE:	Group Finance Trainee
RESPONSIBLE TO:	Finance Business Partner – Expenditure & Systems
RESPONSIBLE FOR:	N/A
DEPARTEMENT/ SECTION:	Finance
SALARY (£):	Gr 6 / 7 Depending on Experience / Qualifications

MAIN PURPOSE OF THE JOB

- To work alongside the existing Finance Team to learn and gain experience on all aspects of the work of the department.
- As you progress with your training, you will take on more responsibilities ensuring that a quality finance service is provided to Adra customers and colleagues.
- You will undertake continual work assessment while attending further education to gain your AAT qualification.

KEY RESPONSIBILITIES

To assist in providing a quality financial service to Adra customers and colleagues.

You will gain experience in all aspects of the work of the department during your training period. Work involved will include

- Preparing Annual Budgets
- Preparing Monthly Budget Reports
- Preparing Annual Financial Statements
- Payments
- Debtors
- Bank
- Treasury Management
- VAT
- Capital Accounting
- Audit

General Responsibilities

- To respond to issues arising when the Finance Business Partner is unavailable.
- To attend internal and external meetings as required
- To constructively challenge traditional ways of working, and to develop innovative responses and be committed to continuous improvement.
- To ensure compliance with the Financial Regulations, Scheme of Delegation, Standing Orders, standards of probity relating to the organisation's charitable status and Welsh Government Regulations.
- To ensure compliance with all other relevant legislative, regulatory, constitutional and financial requirements, and to work to high professional and ethical standards.
- To ensure compliance with ISO 9001, ISO 14001 & OHSAS 18001 requirements on Health, Safety, Quality and Environment issues.
- To ensure compliance with customer service standards, and to contribute to tenant participation events and activities as required.
- To ensure compliance with the equality and diversity policy.
- To represent, promote and maintain a positive attitude and image for Adra.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service, you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your Director.

PERSON SPECIFICATION		ESSENTIAL/ DESIRABLE
QUALIFICATIONS		
5 GCSE (Grades A-C), including Maths and English		Essential
Part Association of Accounting Technicians (AAT) qualification (level 2) or nearing qualification		Desirable
EXPERIENCE, KNOWLEDGE AND SKILLS		
Experience of working in the housing sector		Desirable
Experience of working with financial systems and ledgers.		Desirable
Knowledge of budgets, management accounts and year-end reports		Desirable
Proficient in software applications, especially Microsoft products including Excel		Essential
Produces accurate and high-quality work.		Essential
Identifies and defines problems and finds appropriate solutions.		Essential
Demonstrates judgment and uses initiative, is a good decision maker, and meets deadlines.		Essential
Works to the organisation's objectives and contributes ideas to facilitate change and improve services.		Essential
Ability to communicate fluently through the medium of English & Welsh		Essential